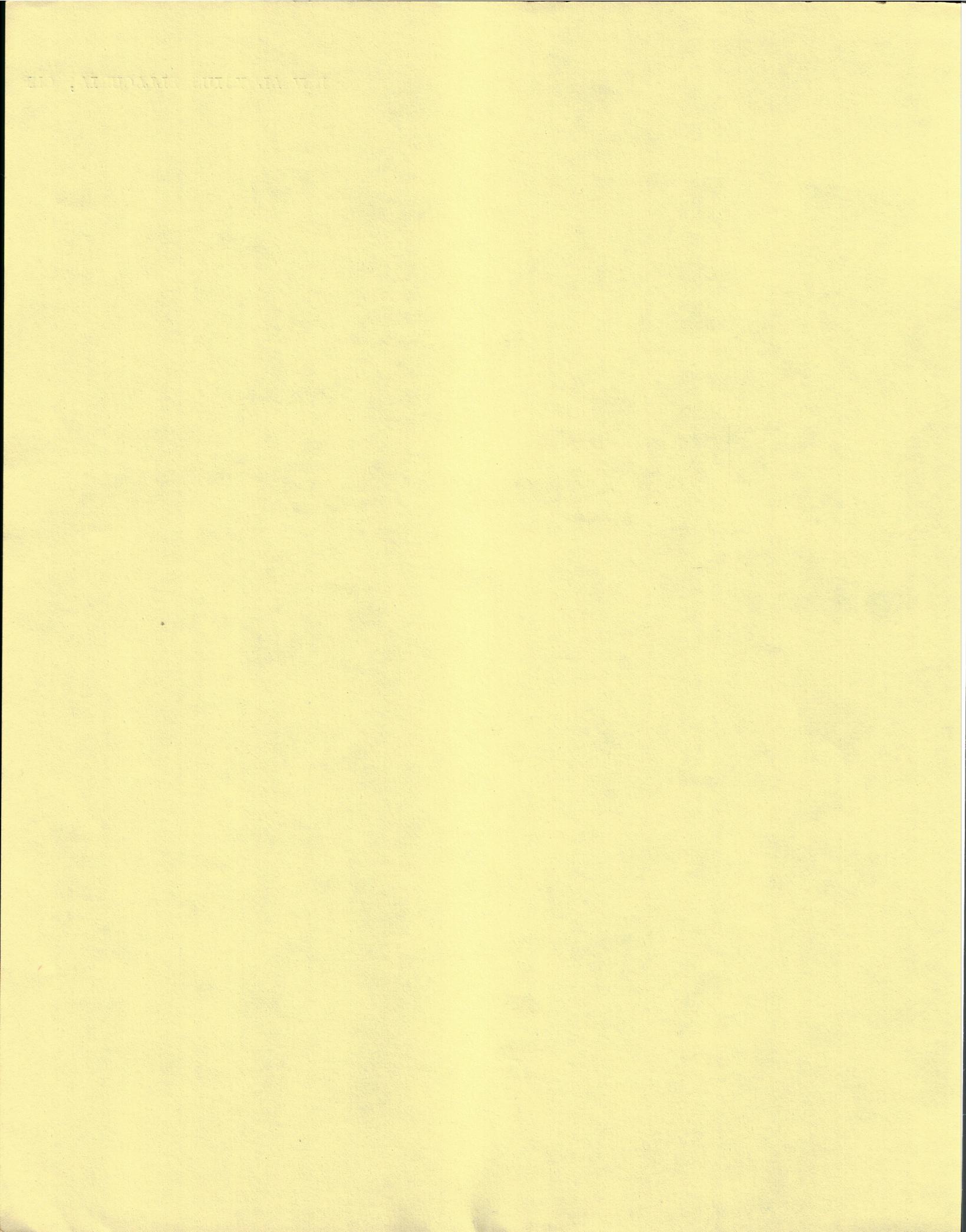


REV ALOYSIUS ELLACURIA, CMF

CLARETIAN
PRIESTS
AND
BROTHERS

- 1) 1975 - 1976 Schedule of Parish Vocation Sunday Campaign
- 2) Regional Vocation Centers
- 3) Procedure for Vocation Contact Men
- 4) Characteristics to Look for in Vocational Candidates
- 5) Initial Interview: Qualities to Look For
- 6) Vocational Mailing Process
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- 9) Vocation Information Sheets
 - a) Some Aids in Discerning the Call of the Lord
 - b) Claretian Fact Sheet (Western Province)
 - c) "Serve Others as a Claretian Priest"
 - d) "Serve Others as a Claretian Brother"
 - e) "Serve Others as a Claretian Priest or Brother"
(House of Studies - Los Angeles)
 - f) "Serve Others as a Claretian Adult Vocation"
(AVE Center - San Francisco)

Vocation handbook



October 23, 1975

CLARETIAN PRIESTS AND BROTHERS

VOCATION OFFICE

Dear Fellow Claretian,

The Vocation Office has put together a VOCATION HANDBOOK in response to requests made by some of our men who have expressed an interest in helping to promote Claretian vocations but wanted guidelines to assist their efforts. The VOCATION HANDBOOK is being sent to you by separate cover.

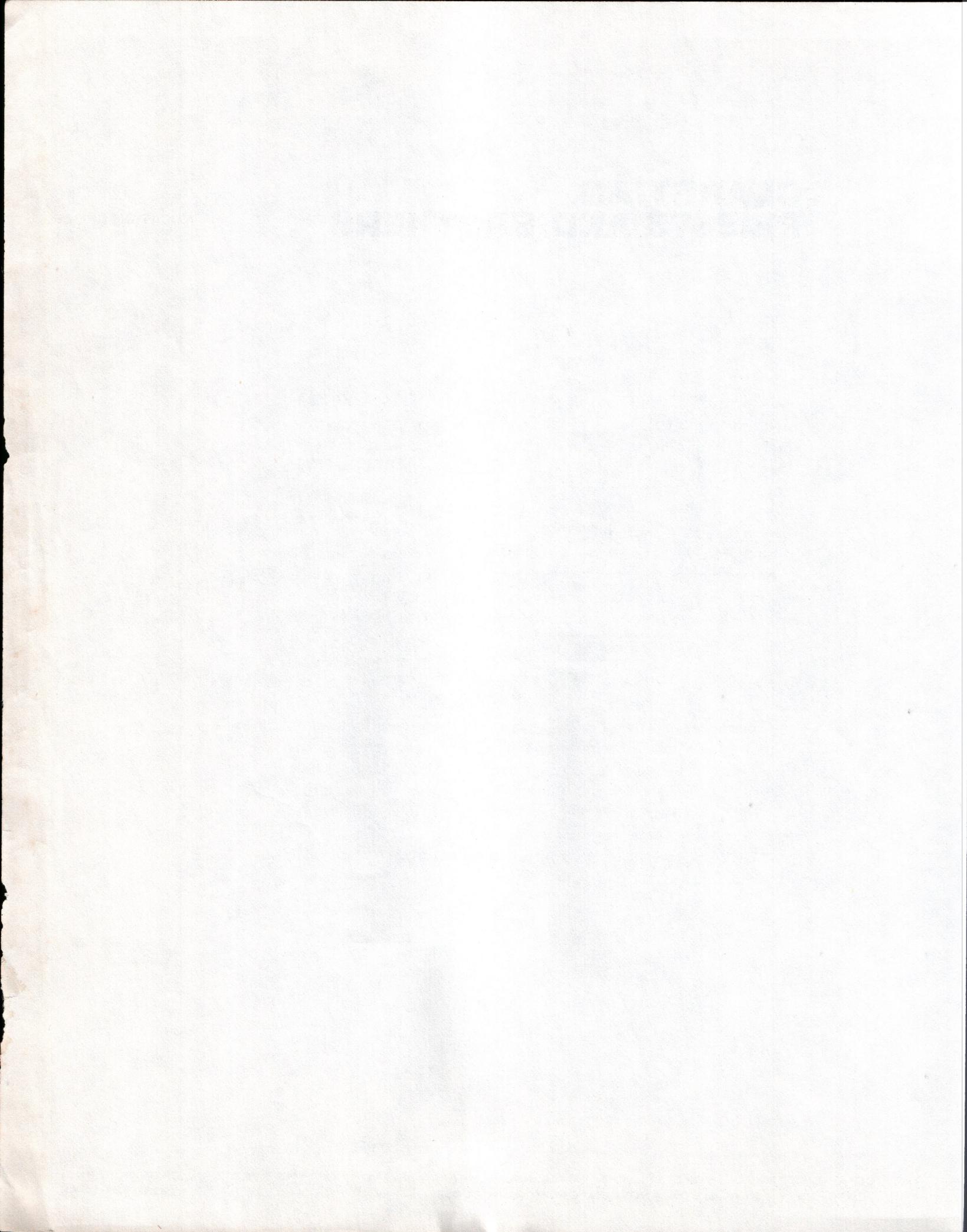
Among the items included in this handbook are some Vocation Information Sheets we send to men requesting information on specific areas of our Formation Program. For example, a man 28 years old interested in the priesthood, would receive the "Priest" and "Adult Vocation" sheets. We are planning to have these available in Spanish in the near future.

Other features include a schedule of the 1975-76 Parish Vocation Sunday campaign, a list of Regional Vocation Centers, three sections on procedures for Claretians who are approached by some one wanting to learn about our vocation program, and information on current financial and educational arrangements available for our students. All in all, they should give you an idea of what the Vocation Office is doing. As always, we welcome any suggestions, criticisms, etc., on any aspect of our programs or literature. Most of all, we welcome your active interest and participation in recruiting possible future Claretians.

John Martens, CMF

CLARETIAN VOCATION TEAM

Dick Meder, CMF



PARISH VOCATION SUNDAY CAMPAIGNS 1975 - 1976

<u>Place</u>	<u>Local Ads</u>	<u>Bulletin</u>	<u>Flyer - Sermon</u>
Prescott - Sacred Heart	Sept 20 - Oct 17	Sept 14	Sept 21
El Paso - Guardian Angel	Oct 18 - Nov 14	Sept 28	Oct 5
Phoenix - St. Anthony's		Oct 19	Oct 26
San Antonio - San Fernando		Nov 2	Nov 9
Fort Worth - All Saints		Nov 9	Nov 16
San Marcos - St. John's		Nov 30	Dec 7
San Marcos - Campus		Dec 7	Dec 14
Fresno - St. Anthony Claret		Jan 11	Jan 18
Arvada - St. Anne's	Jan 17 - Feb 13	Feb 1	Feb 8
Fort Lupton - St. William's		Feb 8	Feb 15
Pueblo - St. Leander's		Feb 15	Feb 22
Lamar - St. Francis de Sales		Feb 22	Feb 29
Los Angeles - La Soledad	Mar 6 - Apr 2	Mar 7	Mar 14
San Gabriel - San Gabriel		Mar 14	Mar 21
Los Angeles - Plaza		Apr 4	Apr 11
Feb 14 - Mar 12 (Northern California)			

CHARACTERISTICS TO LOOK FOR IN VOCATIONAL CANDIDATES

Spirituality

A natural and personal involvement with God that motivates him not only to practice essential virtues but also to dedicate himself enthusiastically to God's work through ministry in the Church.

A desire and a capacity to concentrate primarily upon the core duties of the religious vocation rather than on the devotional aspects, social advantages, or even opportunities for secular achievement.

A conviction, an enthusiastic commitment and a high degree of generosity which will enable him to influence others.

Motivation

for the religious life demands a calm, deliberate and firm decision that naturally stems from the earnest and continuing desire to dedicate oneself to the religious way of life.

This means serious and genuine motives that are consciously determined and, in the same way, involve an altruistic urge to serve people.

Intelligence

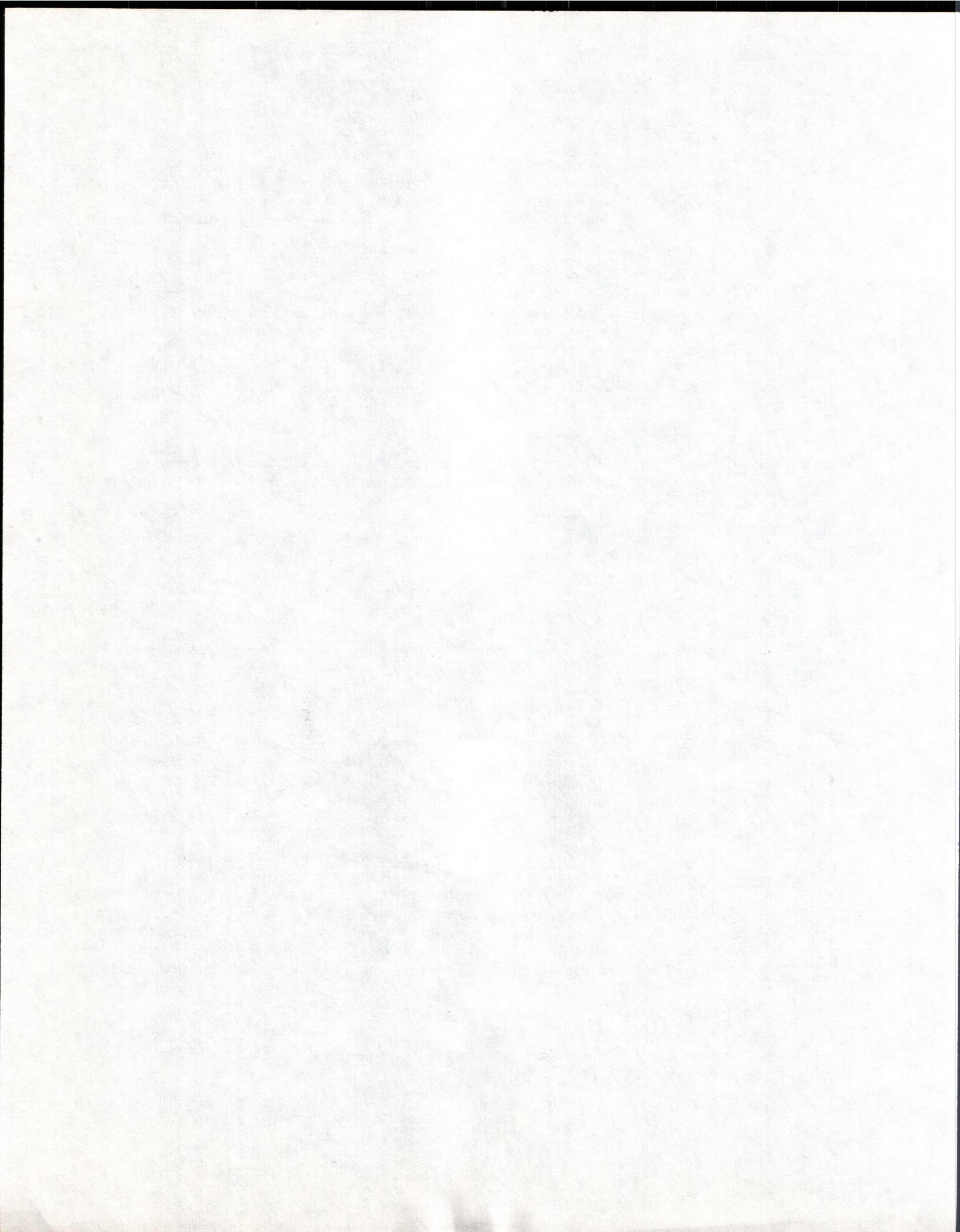
A person who has sufficient capacity to achieve success in a program of studies appropriate to his eventual work in the religious life. This means sufficient intelligence for college level studies which call for a "C"-average minimum.

The position of leadership is an intrinsic part of the religious vocation and as such demands independent, creative, responsible, thinking men with firm personal values and a genuine capacity to live in accordance with their convictions.

Sociability

A person must be able to live and grow within a close community in a constructive way. This and the ministry calls for a person who is able to participate socially and sympathetically with all types of people; he must be able to maintain confidences; he must be able to combine reserve with human warmth and must maintain a genuine interest in the needs and problems of people.

OTHER CHARACTERISTICS Good physical and mental health... free of marital, familial, financial commitments... high school graduate... baptized at least 18 months... honorable discharge from service... if ever in a seminary, why did he leave?... has he ever served time in a jail or prison?... ever on drugs?...



INITIAL INTERVIEW: QUALITIES TO LOOK FORMaturity

- Does the person seem mature for his age?
- Is the person responsible?
- Does he have common sense?
- Does he have a realistic attitude toward himself and the world?
- Does he accept himself as he is and others as they are?
- Does he have a positive view of human nature?
- Does he have a good sexual identity - not too aggressively masculine or too effeminate?
- Does he have normal good health?

Spirituality

- Does he have a lively faith and confidence in God?
- Does he have a sense of sin?
- Does he have a rich personal spirituality?
- Does he seem a generous person?
- Does he seem a cooperative person?
- Does his theological orientation appear to be open to further exploration and growth?

Religious Life

- Is he well-informed about Claretian religious life?
- Is he aware of the process leading to final religious commitment?
- Does he see community life as an essential part of our charism?
- Is he a person who can live and grow in community?
- Does he see academic preparation as a vital part of his eventual ministry? Is he at least a C-average student?
- Does he seem to have the proper motivation for the religious life and the priesthood/brotherhood?
- Does he have any authority hang-ups?
- Does he seem to have the qualities for Christian leadership?
- Is he enthused about his possible religious vocation?

clarettian priests & brothers

western province

VOCATIONAL MAILING PROCESS

First Contact

Packet containing:

"The Claretians"
"Restless Apostle"
"Decision Makers"
"Some Aids in Discerning the Call of the Lord"

A letter explaining how to get further information, including a printed enclosure that lists the essential facts we would like to know about the person:

Name, Address, Phone
Age, High School/College
Priesthood or Brotherhood

This form should be returned with their reply.

NOTE: If the vocation prospect contacts one of the Coordinators directly, a personal letter will accompany the packet.

If the vocation prospect contacts one of our men, there will be a form letter from the Vocation Office in the packet instructing the prospect to contact one of the Coordinators.

AT THIS POINT THE VOCATION OFFICE TAKES OVER.
After sending in a card notifying one of the Coordinators of the new prospect, the local Contact Man has completed his work.

Second Contact (Vocation Office only)

Cover letter answering any individual questions the prospect might ask.

Claretian Fact Sheet Priesthood or Brotherhood Sheet AVE or CHS Sheet

NOTE: If a week goes by and there is no reply, call him...or write if he has no phone - suggest getting together to discuss the material he has read.

Third Contact

The next step is up to the vocational prospect. He has the basic information - what does he want to do about it? He may want to re-contact you after he has had a chance to ponder things over - this might take months, but that's up to him. No high pressure tactics should ever be used. It might mean a series of counseling sessions helping him to gain a perspective on his situation. Or maybe he is anxious to apply but you prefer to get to know him better. When you think its time he comes to some decision and he hasn't attempted to initiate it, simply ask him point blank if he wants to apply. If his answer is affirmative, give him the "Application Process" sheet and he follows the steps listed in that. The Financial Arrangements sheet should be given to him at this time, unless he had already asked for it earlier.

CLARETIAN PRIESTS AND BROTHERS
Western Province U.S.A.
APPLICATION PROCESS

When a person decides he would like to formally apply for entrance into the congregation of the Sons of the Immaculate Heart of Mary (Claretians), the following procedure is used:

Documents Required

- 1) Recent copy of baptismal certificate.
- 2) Copy of Confirmation certificate.
- 3) Transcripts of High School (and college work, when it applies) grades. Also S.A.T. Scores, if available.
- 4) Letters of recommendation from three persons who know the applicant well. One, at least, must be from a priest.
- 5) Interview sheet (enclosed).
- 6) Five-hundred word autobiography. (Cover these aspects: personal; family and social relationships; vocational motivation)

If applicable:

- a) If applicant has ever served in the Armed Forces, a copy of discharge paper.
- b) If applicant has ever been in a seminary, we need the name of the institution so we can contact the Rector.
- c) If applicant has ever undergone psychiatric care or therapy, he must provide his doctor(s) with a release so that he (they) can send the Vocation Office a summary report.

Formal Interviews

After all of these documents are received, the applicant will have three formal interviews with members of the Vocation Team. At this point, there will be an evaluation of the applicant's request. If the decision is favorable, the applicant will be asked to take the psychological testing.

Psychological Testing

The battery of psychological tests is usually administered at the Claretian Provincial House in Los Angeles. If there is a problem of extreme distance, it might be possible for other arrangements to be made that will be more convenient for the applicant. The entire battery normally takes about three to four hours. There is a fee of \$35 to cover costs of computer processing, etc.

Final Evaluation

When all of the data is in, the Vocation Team makes a final comprehensive evaluation of the applicant's request. He will be notified as soon as possible of the decision.

Health Examination

If the applicant is accepted as a candidate, he is expected to have a general health examination by a doctor and have the results given to the Vocation Team.

School Registration

The candidate must register in one of the universities or colleges attended by our students and be accepted.

Financial Arrangements

All financial arrangements must be made by the candidate (tuition, room and board) before taking up residence in one of our Houses of Study.

CLARETIAN HOUSE OF STUDIES: Los Angeles

EDUCATIONAL PROGRAMS AND FINANCIAL COSTS 1975 - 1976

The Community

Young men between the ages of 18 and 23 make up the student community at the Los Angeles Claretian House of Studies. Both priesthood and brotherhood candidates reside here. The accent is one of informality and family life; most decisions affecting the community are made by the members themselves in a weekly meeting. In addition to academic preparation, each student is expected to assume some regular apostolic service, e.g., parish liturgical work, visiting the sick, teaching religion, etc.

Academic Facilities

Our students take courses at four colleges in Los Angeles, which offer a generous selection of scholastic programs. The institutions are:

Loyola-Marymount University Immaculate Heart College
Los Angeles City College California State University at L. A.

Our students are provided with transportation to the school they are attending.

Academic Programs

Students are encouraged to develop personal interests and talents through their choice of curriculum, under the guidance of the Director of their community. Each student works toward a B. A. degree, in the Humanities and/or the Behavioral Sciences, e.g., Philosophy, Psychology, Sociology, etc. Our students are expected to do their best, maintaining at least a "C" average in their work. Those preparing for the priesthood will take some theology each semester and must complete 18 units of Philosophy.

Length of Program

It is difficult to make a general calculation on this point since each man will have an individual program enabling him to accelerate his particular course of studies. If young men have completed any college work before joining the community, or take extra classes or attend summer school during their time of study, this will, of course, shorten their overall period of academic work.

The ordinary period of time for a man preparing for the priesthood who has had no college at all, is nine years. (This is predicated on the supposition that the student does not carry any extra classes)

The nine years include four years of college (for B. A. degree), one year of novitiate (a special time for deepening the individual's

spirituality and awareness of his place in the Claretian family), approximately three years of academic theology in San Francisco and/or Berkeley, and six months to a year as a deacon in pastoral service.

For a brother, the academic time span (beyond his B. A. degree) depends on his individual interests and abilities. He is encouraged to pursue whatever graduate work will best prepare him for his active ministry.

Costs

Actual costs for the student during his period of preparation for the religious life will vary, depending largely on the individual's choice of scholastic institution. Current (1975-76) tuition fees are:

Loyola-Marymount. \$2200 per year
Immaculate Heart. \$1100 per year (50% discount)
Los Angeles City College. \$13 per year (California residents)
Los Angeles City College. \$510 per year (out-of-state residents)
Cal State at L. A. \$66 per quarter (California residents)
Cal State at L. A. \$414 per quarter (out-of-state residents)

Text books for classes average about \$150 per year.

Room and Board at the House of Studies is \$500 per year.

Personal Expenses (clothing, entertainment, etc.) will depend upon the individual's needs.

In the past, the Claretians have, on occasion, taken care of some or all of the expenses for candidates. Our experience has shown that it is psychologically better for the student if he is able to take care of his expenses, even if it might mean a slight delay in order to save up the necessary amount. In addition, students who are taking care of their own tuition will feel freer to participate fully (even critically) in the community meetings and decisions. For men who anticipate the need for financial aid, there are several plans available (grants, scholarships, Bank of America Student Loans, etc.) Detailed information may be obtained through the college he decides to attend.

In any case, individual problems concerning financial arrangements may be discussed with the Vocation Team to see if some mutually agreeable solution may be found.

Ordinarily the student becomes a novice after two years. At this time, the Claretians assume all further living and educational expenses for the student.

Admission

Candidates must have at least a high school diploma and be formally accepted by the Claretian Vocation Team.

AVE CENTER : San Francisco

EDUCATIONAL PROGRAMS AND FINANCIAL COSTS 1975 - 1976

The Community

Men between the ages of 23 and 45 make up the student community at the AVE Center in San Francisco. Men younger than 23 who have completed college are also accepted. Candidates for either the priesthood or the brotherhood in the Claretian community reside here. The accent is one of informality and family life; most decisions affecting the community are made by the members themselves in a weekly meeting. In addition to academic preparation, each student is expected to assume some regular apostolic service of his own choice, e.g., parish liturgical work, teaching religion, visiting the sick, etc.

Academic Facilities

Currently, our students take courses at two institutions in the San Francisco Bay Area, offering a generous selection of theology programs. The colleges are:

San Francisco: University of San Francisco (USF)

Berkeley: Jesuit School of Theology at Berkeley (JSTB) at the Graduate Theological Union (GTU)

The AVE Center is located one block from USF. Transportation is provided to GTU in Berkeley.

Academic Programs

Students are encouraged to develop personal interests and abilities through their choice of curriculum, under the guidance of the Director of their community. Depending upon his educational background, each student works toward a B. A. or an M. A. Undergraduate students choose a major, preferably in the Humanities and/or the Behavioral Sciences, e.g., Philosophy, Psychology, Sociology, etc. Graduate students arrange their program in consultation with the Director of the community. Those preparing for the priesthood will take some theology each semester and must complete 18 units of Philosophy before ordination.

Length of Program

It is difficult to make a general calculation on this point since each man will have an individual program enabling him to accelerate his particular course of studies. If men have completed any college work before joining the community, or take extra classes or attend summer school during their time of study, this will, of course, shorten their overall period of academic work.

The ordinary period of time for a man preparing for the priesthood who has had college, is four years, including the time of pastoral service.

For a brother, the academic time span (beyond his B. A. degree)

depends on his individual interests and abilities. He is encouraged to pursue whatever graduate work will best prepare him for his active ministry.

Costs

Actual costs for the student during his period of preparation for the religious life will vary according to his choice of scholastic education and personal expenditures.

Current (1975-76) tuition fees at the schools our students attend are:

University of San Francisco Undergraduate programs cost \$2200 per year. Graduate programs run \$1920 per year (eight courses)
Graduate Theological Union The Jesuit School of Theology (JSTB) tuition in a program leading to a Master of Divinity (M.Div.) degree is \$500 per quarter. There are three quarters (plus optional summer school) to the school year. There is no limit to the number of courses a student carries but the average student carries a four-course load. The Master of Arts program is \$400 per quarter. The Doctorate program runs \$900 per quarter.

Text books for classes average about \$150 per year.

Personal Expenses (clothing, entertainment, etc.) will depend upon the individual's needs.

Room and Board is provided free of charge.

In the past, the Claretians have, on occasion, taken care of some or all of the expenses for candidates. Our experience has shown that it is psychologically better for the student if he is able to take care of his expenses, even if it might mean a slight delay in order to save up the necessary amount. In addition, students who are taking care of their own tuition, etc., will feel freer to participate fully (even critically) in the community meetings and decisions. For men who anticipate the need for financial aid, there are several plans available (scholarships, grants, Bank of America Student Loans, etc.). Detailed information may be obtained through the college he decides to attend.

In any case, individual problems concerning financial arrangements may be discussed with the Vocation Team to see if some mutually agreeable solution may be found.

Ordinarily the students become novices after one year. At this time, the Claretians assume all further living and educational expenses for the student. (The year one spends as a novice is a special time for deepening the individual's spirituality and his awareness of his place in the Claretian family.)